

*Today's Date: 7-31-03 Patent No. 6272933

STATUS/TELEPHONE INQUIRY & EXPEDITE REQUEST

(11/19/2002)

Caller's Name: _____

Tel. #: _____

Comments (note what is being requested or problem):

_____PALM Location: 9200 File Charged to: _____ Sent to Loc.: 818101Record In CofC Database (circle one) Y / N (If more than one record, use reverse side)MRD (for record in CofC Database): / / Assigned to (LIE's initials (initials)): Date Assigned: / / Sent to Loc.: _____ Rec'd: / / Turned-in: /Date PALM updated: / / CofC Issued: / / CofC Denied: / /

Patent number listed on C of C listing in OG ((circle one) Y / N

CofC Issued for this record is attached to patent on Internet (circle one) Y / N

New/different correction(s) requested. Check Intranet or with RTIS. (circle one) Y / N

Corrections request here, are exactly the same as in CofC on Intranet. (circle one) Y / N

- 1. CofC was recently issued or denied. If CofC was issued less than 2 weeks ago, inform applicant/a to allow approximate 2 weeks and if CofC is not received, to submit status inquiry. Inquiries regarding CofCs that were recently issued/denied, after receipt of the inquiry, should be placed in the file.
- 2. If CoC was issued more than three two weeks ago, and the attorney has not been received, inform to file a written request. Status letters for CofCs issued more than 3 weeks ago, or any requests for duplicate certified CofC (a "Request for Duplicate Certified Copy of Published Certificate of Correction") should be forwarded to JCWS with the file. JCWS, duplicate Certified copies should be direct to LIE in PALM, only. If request was denied forward file to LIE, to send applicant copy of denial letter.
- 3. The request is assigned to an LIE or LIE has sent file to TC, give customer the LIE's name and telephone number, and transfer call to the LIE that the file is assigned. If the LIE does not answer phone and insists that the call is urgent, direct call to the LIE's Team Leader.
- 4. If errors were made in the keying of corrections for published/issued CofC, inform attorney/applicant to note corrections to quoted text or corrections on a copy of incorrect CofC and send it to this Branch. Create new record. If request was processed without file locate CofC in "PUBLISH" CofCs and forward fax/request to Team Leader, screening requests for the week. Team Leader change MRD if current was keyed in order to complete record in CofC Database. If request was processed with file, give to JCWS to order file and assign to Tony. Tony, place request/file on Expedite list and rack.
- 5. Error in in LIE's decision (correction(s) denied), inform applicant to submit Request for Reconsideration with statements and copies supporting requested corrections., i.e. 1449, or 892, PTOL-85B, ect. I REQUEST COPY OF ORIGINAL REQUEST. Key new record. Forward to Team Leader who is processing request for the week, to determine whether error was made by Examiner or LIE, in their decisions. (See # 4, for errors in keying (supersededes).
- 6. No record in CofC Database (History or Current). Ask attorney to to send a copy of the request 1050 forms and post card, to your attention. When request is received, key a record, immediately any outstanding request to Team Leader to screening for type of distribution. If "P", place on rack and list. If "R", Team Leader should order file and give file/request to JCWS to assign to Expedite (place in red mail tub for next issue being processed for publishing approved correction).

TO: LIE _____

TO: JCWS AJ

TO: TEAM LEADER _____